

FRESNO, CALIFORNIA
CLASS SPECIFICATION
COUNCIL ASSISTANT

FLSA STATUS:

Exempt or Non-Exempt
based upon assignment

Deleted: Non-

CLASS SUMMARY:

The Council Assistant is a stand-alone classification in the Management Analysis series. Incumbents supervise support staff and serve as liaison between City Council Members and their constituents and City staff.

The Council Assistant is distinguished from other classifications by responsibility for representing City Council Members at meetings and public events.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

**FRE-
QUENCY**

1.	Supervises support staff including prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations.	Daily 15%
2.	Provides staff support to the Mayor or City Council members, developing and coordinating citizen participation activities and special events in assigned Council Districts.	Daily 25%
3.	Serves as a liaison with citizens and works with the general public to determine service needs and provide information regarding the availability of public and private services; works with governmental and other agencies to secure services for City residents.	Daily 50%
4.	Prepares routine correspondence in response to inquiries from citizens and/or other interested parties.	Daily 50%
5.	Collects and compiles a variety of data, including conducting surveys and preparing reports detailing activities.	Weekly 15%
6.	Participates in a variety of meetings, committees, and/or other related groups in order to receive and convey information.	Weekly 5%
10.	Performs other duties of a similar nature or level.	As Required

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Training and Experience (positions in this class typically require):

- Bachelor's Degree in a directly related field and two years of related experience are required;
- OR
- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Two additional years of qualifying experience may be substituted for the required education.

Licensing Requirements (positions in this class typically require):

Some positions, based on assignment, may require:

- Basic Class C License

Knowledge (position requirements at entry):

Knowledge of:

- Management and supervisory principles and practices;
- Community and public relations principles and practices;
- Local government structure and procedures;
- Media operations and their effective utilization;
- Analytical methods and techniques;
- Operational aspects of City governmental entities;
- Public information requirements.

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Skills (position requirements at entry):

Skill in:

- Monitoring and evaluating the work of subordinate staff
- Priorizing and assigning work; detail oriented and ability to multi-task
- Training employees in proper work methods
- Using computers and applicable software applications
- Implementing public relations/marketing initiatives
- Prepare and proofread clear, concise, and comprehensive reports, records, and other written documents
- Speaking in Public
- Planning, organizing, scheduling, and prioritizing details for meetings, special events, conferences workshops, receptions, ceremonies, and other related events
- Utilizing a variety of media effectively
- Dealing diplomatically and effectively with public officials, fellow employees and the public
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, business, organizations, elected and appointed officials, media, etc. sufficient to exchange or convey information, give/receive work direction

Physical Requirements:

Positions in this class typically require: feeling, finger dexterity, grasping, hearing, repetitive motions, seeing and talking.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects including one's own body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met. Some positions may require more frequent walking, lifting and standing.

Note:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:

Draft prepared by Fox Lawson & Associates (LM)
Date: 12/2007